

Samaritan

Faculty Handbook



1995

SAMARITAN FACULTY HANDBOOK

1995

The purpose of this handbook is to provide clear and concise information to faculty teaching for Samaritan. Some of the policies and procedures in this faculty handbook differ from those in the 1992-93 Samaritan College General Catalog. Policies and procedures in this Faculty Handbook replace corresponding ones in the General Catalog. Please read the handbook carefully, before you begin teaching your course(s) for Samaritan. If you have any questions, or cannot abide by the policies and procedures stated in this handbook, contact the Academic Dean of Samaritan.

Policies that directly affect students should be published by faculty in the day-to-day syllabus they distribute for the course.

(First edition, November 16, 1993)

(Revised, December 1994)



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TEACHING COURSES IN THE DISTRICT PARTNERSHIP: STEPS FOR FACULTY

1. Have a complete faculty application on file with the Academic Dean of Samaritan. Receive approval to teach the course from the Dean.
2. Work with the District Education Facilitator to schedule your course in the district.
3. Receive course manual from the Academic Dean's Office. (Manual includes course objectives, content outline, required textbooks, teaching guidelines, student exercises and assignments.)
4. After course registration deadline, receive student roll, official grade report form, and evaluation forms from the Samaritan Registrar.
5. Mail advance assignments to students before the first day of class.
6. On the first day of class, inform any student who is not on your enrollment roster of the late registration procedures and \$40 fee. (See procedures in the Appendix of this manual.)
7. On the last day of class students evaluate the course. (See guidelines for student evaluations in the Appendix.)
8. Faculty reports grades on the Official Grade Form to the Registrar within 30 days of the last class session. (See grading policies below.)
9. Samaritan Registrar receives grades from faculty, reports them to each student and pays faculty. (20% of total tuition collected for the course.)

OTHER INFORMATION

Expense reimbursement: Turn in receipts for course related expenses to the District Treasurer. Faculty are reimbursed from the course registration fees. (Money for travel, hotel, and per diem should be negotiated in advance with the Education Facilitator.)

Course cancellation: Once the faculty agrees and the course has been announced in the district, the faculty is obligated to teach the course. There must be at least four students registered for the course to make (unless Samaritan has approved a smaller enrollment). If the course is canceled for any reason, contact the offices of Samaritan immediately.

GRADING POLICIES*

*It is important to make students aware of these policies on the first day of class. Faculty may want to include them in their day-to-day syllabus for the course.

Reporting grades:

Grades must be reported to the Registrar 30 days after the last class session. Grades must be reported on the official grade report form in order for students to receive credit for the course. The Registrar will record and mail grades to individual students. However, if the instructor wishes to communicate to students a more complete explanation of their course grade, eg., percentages on papers, assignments, class participation, they may do so. Official notification of a student's grade comes from the Registrar of Samaritan College.

Grading Scale:

For the purposes of calculating grade point average (GPA) and transcribing, all proficiency courses taught in the District Partnerships must be graded on the following scale:

A = 90-100%
B = 80-89%
C = 70-79%
F = below 70%

There is no Pass/Fail grading option for proficiency courses.

Grade of Incomplete(I):

The work of a course is terminated on the last day of the class. The performance in the course is evaluated on the basis of the work submitted by that time. In extenuating circumstances, the instructor may grant the student an extension in order to complete course work. In such cases, a grade of "Incomplete" (I) may be recorded on the official grade report form.

If a grade of incomplete is reported, there must be a written agreement between the student and the faculty detailing the terms of the extension and the final date all course work must be submitted. (Samaritan College allows a maximum of 60 days after the last class session for an extension.) A copy of this agreement must be attached to the official grade form when sent to the Registrar.

If the student fails to complete the work by the date negotiated with the faculty or the maximum 60 day period, a grade of F will be recorded.

Grade of W (Withdraw):

A student may withdraw from a course with the grade of "W" up to midpoint of the course. Students should notify instructors in writing of their intent to withdraw from a course. In such cases, a grade of "W" will be recorded by the instructor on the official grade report form. (A copy of the student's written request to withdraw should be attached to the grade report form.)

A grade of "W" simply means the student has dropped the class and will receive no credit for the course. (A schedule of returnable fees is available from the offices of Samaritan College.)

If a student withdraws from a course after midpoint, a grade of "Incomplete" may be negotiated with the instructor.

OTHER POLICIES

Attendance:

Students must attend 80% of any course to receive credit. Faculty are encouraged to keep attendance records in the event this policy must be enforced.

Contact hours:

"Contact hours" are defined as the number of hours faculty are actually in the classroom setting with the students. Faculty are expected to meet with students 12 hours for every course credit unit, eg., 3 credit course = 36 contact hours, 2 credit course = 24 contact hours, 1 credit course = 12 contact hours.

If the faculty assigns students "independent" projects in lieu of in-class hours, the faculty must state in writing the number of contact hours for which the assignment is equivalent. A copy of this statement should be sent to the Academic Dean.

No more than 20% of the total contact hours for a course may be taught in this manner:

Samaritan Courses by Contact Hours:

Understanding the Bible, Part 1	3 credits/36 contact hours
Understanding the Bible, Part 2	3 credits/36 contact hours
History of Christianity, Part 1	3 credits/36 contact hours
History of Christianity, Part 2	3 credits/36 contact hours
Introduction to Sexuality Studies	3 credits/36 contact hours
Introduction to Pastoral Care	3 credits/36 contact hours
Church Administration/Growth	3 credits/36 contact hours
Christian Education	2 credits/24 contact hours
Preaching	2 credits/24 contact hours
Worship	2 credits/24 contact hours
UFMCC Polity	2 credits/24 contact hours

Textbooks:

See the list of required textbooks for Samaritan courses in the Appendix.

Textbooks for Samaritan classes are available from the Cathedral of Hope MCC bookstore in Dallas, TX. Students and faculty can call 214-351-1901 (or 1-800-501-4673) and ask for Sue Schrader. Faculty can order the texts at a 10-40% discount. See the order form in the appendix.

POLICIES REGARDING SEXUAL HARASSMENT
AND
ROMANTIC AND/OR SEXUAL RELATIONSHIPS OR CONTACTS
AMONG SAMARITAN FACULTY AND STUDENTS

ROMANTIC AND/OR SEXUAL RELATIONSHIPS

1. Romantic and/or sexual relationships between faculty and student or between supervisor and employee are unwise. Codes of ethics for many professional associations forbid professional-client romantic and/or sexual relationships. Samaritan regards the faculty-student relationship as one of professional-client. We caution faculty, staff, and students about the possible costs of even an apparently consenting relationship. A faculty member who enters into a romantic and/or sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists must realize that, if a charge of sexual harassment or conflict of interest is subsequently lodged, it will be difficult, if not impossible, to prove immunity on grounds of mutual consent.

Equally problematic are romantic and/or sexual relationships or contacts that may have existed prior to the establishment of the faculty-student relationship. In addition, a faculty member may have been or still be the supervising pastor, spouse, friend, or member of a committee having some oversight of a student outside the Samaritan context, or serve in some other capacity with a student. All these associations, whether past or present, constitute dual relationships and raise serious issues regarding the integrity of the faculty-student relationship.

The respect and trust accorded a faculty member in evaluating course work, assigning grades, making recommendations for further study, or offering other forms of assessment of a student's academic work and professional potential greatly diminish the student's *de facto* freedom of choice should that student be romantically and/or sexually involved with the faculty member.

Although a student may take only one course with a particular faculty member, the foundation of the faculty-student relationship does not end when the course work is completed since there may be occasions in the future when faculty members must prepare recommendations and offer assessments of a student's professional potential. Even when a student is no longer enrolled in Samaritan or no longer in a class taught by a particular faculty member, it is incumbent on the faculty member to weigh carefully the foundation of the faculty-student relationship and to assure that no student is put in a situation where individual and/or academic integrity are compromised.

2. Since a faculty-student romantic and/or sexual relationship or contact or a dual relationship between a faculty member and student, whether past or present, may compromise the academic integrity of Samaritan, the student, faculty member, and program:

(a) Prior to teaching a course, faculty shall notify the Dean of any potential situation that could compromise the integrity of Samaritan, the student, or faculty member because of a current or former dual relationship and/or consensual romantic and/or sexual relationship or contact with a student enrolled in the course.

(b) The District Samaritan Education Facilitator or the District Coordinator shall notify the Dean of Samaritan of each case where such relationships or contacts might exist should they be aware of them.

(c) The Dean of Samaritan shall then determine if such relationships or contacts do indeed compromise the integrity of Samaritan, the student, faculty member, or program.

(d) Should the determination be that such a relationship or contact does compromise the integrity of Samaritan, the student, faculty member, or program:

(1) The Dean may require the student to enroll in an alternate course or program or place the student in an alternate course or program.

(2) The Dean may designate another faculty member to teach the course or work in the program in question.

(e) In any event, where a past or present romantic and/or sexual relationship or contact or a dual relationship exists, faculty members should refrain from participating in subjective evaluations or assessments of a student's work or professional potential to avoid even the appearance of conflict of interest.

These procedures in no way imply that Samaritan is determining the rightness or wrongness of a particular dual relationship and/or romantic and/or sexual relationship or contact. Nor are these procedures disciplinary in nature. Rather, they exist simply to assure that Samaritan maintains appropriate professional standards.

SEXUAL HARASSMENT

1. Sexual harassment in any situation is reprehensible, and Samaritan condemns sexual harassment as inappropriate and unjust behavior. It subverts the mission of Samaritan and threatens the careers of students, faculty, and staff. Samaritan views sexual harassment as a violation of Title VII of the 1964 Civil Rights Act.

Sexual harassment is a specific form of discrimination in which the power inherent in the relationship between a supervisor and subordinate is unfairly exploited. Sexual harassment most often occurs in a situation where a student or employee is in a subordinate position of power in relation to a faculty member or supervisor. However,

Samaritan recognizes that sexual harassment may also occur between persons of the same status, e.g., student-student, faculty-faculty, staff-staff, or in a reverse situation of power differential, e.g., student-faculty, employee-supervisor.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct and contact of a sexual nature constitute sexual harassment when:

(a) Submission to such conduct is made either a term or condition of an individual's academic advancement or employment.

(b) Submission to or rejection of such conduct by an individual is used as the basis for decisions regarding the academic or employment status affecting an individual.

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive academic or working environment.

2. Should a student or faculty member believe that an incident of sexual harassment has occurred:

(a) The complainant should first attempt to resolve the matter directly with the individual accused of sexual harassment if at all possible.

(b) Should such direct efforts to resolve the matter prove unsatisfactory or impossible, the complainant should then report the matter to the District Samaritan Education Facilitator informally. The facilitator shall then investigate and, if possible, resolve the situation. Should the situation be resolved to the satisfaction of all parties, there is no formal record of the incident placed in the permanent file of the offending individual.

(c) Should the situation not be satisfactorily resolved, the District Education Facilitator may file a formal, written complaint on behalf of the complainant with the Dean of Samaritan. Should the facilitator be unwilling or unable to file such complaint, the complainant may do so directly. Either party may also appeal the decision of the facilitator to the Dean.

(d) The Dean shall then investigate and, if possible, resolve the situation. Notation of the incident shall be entered on the permanent files of the parties involved. In addition, either party may appeal the decision of the Dean to a special inquiry committee as described in the next paragraph.

(e) If the Dean is unable to resolve the situation satisfactorily or finds that there is sufficient evidence to warrant further inquiry or if either party wishes to appeal the decision of the Dean, the President shall convene and chair a committee to conduct

such further inquiry. The committee shall consist of the chair of the Educational Policy Committee of the Samaritan Board of Trustees, another officer or faculty member of Samaritan, and the President. All investigations, hearings, and judgments at this level will be recorded and copies placed in the permanent files of all parties involved.

(f) Either party may appeal the decision of the special inquiry committee to the Board of Trustees of Samaritan, whose resolution of the matter shall be final. Such appeal and all investigations, hearings, and judgments at this level will be recorded and copies placed in the permanent files of all parties involved.

(g) Actions appropriate to the resolution of sexual harassment may include, but need not be limited to:

(1) The finding that no sexual harassment has occurred.

(2) The finding that sexual harassment has occurred and that Samaritan is called upon to taken appropriate action. Such action may include:

(i) A formal reprimand, with defined expectations for changed behavior.

(ii) Recommending or requiring psychological assessment and/or professional counselling before allowing someone to continue in her/his relationship with Samaritan. Proof that such assessment and/or counselling has been satisfactorily obtained shall be presented to the Dean by the person performing the assessment or providing the counselling before allowing the individual to continue in her/his relationship with Samaritan.

(iii) Probationary standing, with the terms of such probation to be determined and clearly defined by the investigating committee. Such terms may include psychological assessment and/or treatment, with the costs to be borne by the individual of whom they are required.

(iv) Temporary or permanent dismissal from Samaritan. Reinstatement after temporary dismissal may require completion of psychological assessment and/or treatment, with the costs to be borne by the individual of whom they are required.

(v) In the case of individuals who are licensed or ordained clergy in the Universal Fellowship of Metropolitan Community Churches, referral to or a formal complaint filed with the Clergy Credentials and Concerns Committee for possible disciplinary action.

FORMAL EXTERNAL PROFESSIONAL INVESTIGATIONS

Faculty members and students in their other professional roles may find themselves the subject of formal external investigations regarding their professional status or credentials. Samaritan has no role in determining either the validity of charges or the suitability of an individual exercising a professional role other than as a faculty member or student. However, persons who are the subjects of such formal external investigation shall not teach or take courses at Samaritan during the time of investigation, nor shall faculty whose professional credentials are withdrawn return to the employ of Samaritan. This policy does not imply the innocence or guilt of any person under investigation, but exists solely to assure the academic integrity of Samaritan and its faculty and students.

Appendix

PROCEDURES FOR LATE REGISTRATION (to be completed by course instructor)

Beginning January 1, 1995, students will register directly with Semester for classes through the online portal system. Students have been instructed to send a completed registration form and all other required registration fees to Semester 20 days before the first class session. Semester will send a color poster to the faculty member 14 days before the first class session and that faculty member will notify students of any pre-arrangements and plan accordingly for the total number of students in their class.

I have been an instructor and know of your body that regardless of early registration, students may show up the first day of class and expect to register. In the event that this happens, we are asking the faculty to follow these steps:

1. Give the student(s) a registration form and inform them that they must complete and send it before the first class session. \$35 registration fee, and a \$100 late fee to be paid by the student(s) to be registered for the course. Failure to do so, means they will not receive credit for the course. (I am enclosing extra copies of the registration form for you to pass on to the student(s).)
2. Fill in the student's name, address, and phone number on your official grade form for the course.

Appendix

PROCEDURES FOR LATE REGISTRATION (to be conducted by course instructor)

Beginning January 1, 1995, students will register directly with Samaritan for classes taught in the district partnerships. Students have been instructed to send a completed registration form and all tuition and registration fees to Samaritan 30 days before the first class session. Samaritan will send a class roster to the faculty member 14 days before the first class session so that faculty can notify students of any pre-assignments and plan accordingly for the total number of students in their class.

It has been our experience (and some of yours too!) that regardless of early registration procedures, some students may show up the first day of class and expect to register. In the event that this happens, we are asking the faculty to follow these steps:

1. Give the student(s) a registration form and inform them that they must complete and send it, full tuition (\$90 per credit), \$35 registration fee, and a \$40 late fee to Samaritan ASAP in order to be registered for the course. Failure to do so, means they will not receive credit for the course. (I am enclosing extra copies of the registration form for you to pass on to the student.)
2. Write the student's name, address, and phone number on your official grade form for the course.

GUIDELINES FOR STUDENT EVALUATIONS

Student evaluations of courses and faculty will provide important information about the clarity and integrity of the revised curriculum and the effectiveness of faculty. These evaluations will be helpful in the future when Samaritan College plans a faculty development program.

When conducting student evaluations please follow these steps:

1. Registrar will mail faculty student evaluation forms along with a self-addressed, stamped envelope.
2. Faculty selects a student who will be responsible for administering the evaluation process.
3. On the last day of class, have the designated student distribute the evaluation forms to the class. Give the students enough time to complete the form, without the instructor present.
4. When everyone has completed the evaluation form, the designated student will collect the forms in the self-addressed, stamped envelope provided by Samaritan. The designated student must mail the completed forms to the Academic Dean of Samaritan on the same day the evaluation was conducted.
5. Forms are received by the Dean. When grades have been reported for the course, the faculty will receive a written response from the Dean concerning the faculty's performance in the course, based on the evaluation forms. This written response will be included in the faculty's file.

Required Texts for Courses

UNDERSTANDING THE BIBLE, PART 1

The New Oxford Annotated Bible with the Apocrypha, Oxford University Press.

The Mercer Dictionary of the Bible, Mercer University Press.

UNDERSTANDING THE BIBLE, PART 2

The New Oxford Annotated Bible with the Apocrypha, Oxford University Press.

The Mercer Dictionary of the Bible, Mercer University Press.

The Moral Teachings of Paul: Selected Issues, by Victor Paul Furnish, Abingdon Press.

HISTORY OF CHRISTIANITY, PART 1

The Story of Christianity, Vol.1, by Justo Gonzalez, Harper San Francisco.

Her Story, by Barbara MacHaffie, Fortress Press.

Christianity, Social Tolerance, and Homosexuality, by John Boswell, University of Chicago Press.

Readings in Christian Thought, 2nd ed., edited by Hugh T. Kerr, Abingdon Press.

Readings in Her Story, edited by Barbara MacHaffie, Fortress Press.

HISTORY OF CHRISTIANITY, PART 2

The Story of Christianity, Vol. 2, by Justo Gonzalez, Harper San Francisco.

Her Story, by Barbara MacHaffie, Fortress Press.

Hidden From History: Reclaiming the Gay and Lesbian Past, Martin Duberman, et.al., eds., Penguin Press.

Black Religion and Black Radicalism: An Interpretation of the Religious History of Afro-American People, 2nd ed., by Gayraud S. Wilmore, Orbis Press.

Readings in Christian Thought, 2nd ed., edited by Hugh T. Kerr, Abingdon Press.

Readings in Her Story, edited by Barbara MacHaffie, Fortress Press.

INTRODUCTION TO SEXUALITY STUDIES

Our Sexuality, 5th edition, by Robert Crooks and Karla Baur, Benjamin Cummings Publishing Co.

Embodiment: An Approach to Sexuality and Christian Theology, by James B. Nelson, Augsburg Publishing.

Touching Our Strength, by Carter Heyward, Harper and Row Publishers.

Readings in Sexuality Studies, collection of photocopied articles.

UFMCC POLITY

Don't Be Afraid Anymore: The Story of Reverend Troy Perry and the Metropolitan Community Churches, by Troy Perry with Thomas Swicegood, St. Martins Press.

1993 UFMCC By-Laws, available from UFMCC in Los Angeles (213-464-5100).

Student Reader, collection of photocopied articles.

CHRISTIAN EDUCATION

Foundations for the Teaching Church: Christian Faith, Person Nurture, and Church Life, by Grant W. Hanson, Judson Press.

To Know as We Are Known: A Spirituality of Education, by Parker J. Palmer, Harper and Row.

Teaching Scripture from an African-American Perspective, by Joseph V. Crockett, Discipleship Resources.

How to Mobilize Church Volunteers, by Marlene Wilson, Augsburg.

Marching to Different Drummers, by Pat Burke Guild and Stephen Garger, Association for Supervision and Curriculum Development.

WORSHIP

Introduction to Christian Worship, Revised Edition, by James F. White, Abingdon.

African American Christian Worship, by Melva Wilson Costen, Abingdon.

Eucharist: Christ's Feast with the Church, by Laurence Hull Stookey, Abingdon.

Baptism: Christ's Act in the Church, by Laurence Hull Stookey, Abingdon.

CHURCH ADMINISTRATION/GROWTH

Antagonists in the Church: How to Identify and Deal with Destructive Conflict, by Kenneth C. Haugk, Augsburg.

44 Steps Up Off the Plateau, by Layle E. Schaller, Abingdon.

Student Workbook, collection of photocopied materials.

PASTORAL CARE

The Skilled Pastor: Counseling as the Practice of Theology, by Charles W. Taylor, Fortress Press.

Student Reader, collection of photocopied articles.

PREACHING

Preaching, by Fred B. Craddock, Abingdon Press.

The Preaching Life, by Barbara Brown Taylor, Cowley Publications.

A Captive Voice, by David Buttrick, Westminster/John Knox Press.

Sources of Hope Bookstore

ATT: Sue Schrader

P.O. Box 35466 • 5910 Cedar Springs Road • Dallas, Texas 75235

Phone (214) 351-1901 • Fax (214) 351-6099

SOLD/SHIP TO: _____

ADDRESS: _____

PHONE: _____

NOTES: _____

	TITLE/DESCRIPTION (Discount %)	COST	TOTAL
✓	UNDERSTANDING THE BIBLE , Part 1		
	THE NEW OXFORD ANNOTATED BIBLE WITH THE APOCRYPHA (40%)	\$39.95/23.97	
	THE MERCER DICTIONARY OF THE BIBLE (20%)	\$35.00/28.00	
✓	UNDERSTANDING THE BIBLE , Part 2		
	THE NEW OXFORD ANNOTATED BIBLE WITH THE APOCRYPHA (40%)	\$39.95/23.97	
	THE MERCER DICTIONARY OF THE BIBLE (20%)	\$35.00/28.00	
	THE MORAL TEACHINGS OF PAUL, 2ND EDITION (40%)	\$12.95/10.36	
✓	HISTORY OF CHRISTIANITY, Part 1		
	THE STORY OF CHRISTIANITY, VOL. 1 (40%)	\$18.00/10.80	
	HER STORY (40%)	\$13.00/7.80	
	CHRISTIANITY, SOCIAL TOLERANCE, AND HOMOSEXUALITY (40%)	\$18.95/11.37	
	READINGS IN CHRISTIAN THOUGHT, 2ND ED. (20%)	\$25.95/20.76	
	READINGS IN HER STORY (40%)	\$15.00/9.00	
✓	HISTORY OF CHRISTIANITY, Part 2		
	THE STORY OF CHRISTIANITY, VOL. 2 (40%)	\$19.00/11.40	
	HER STORY (40%)	\$13.00/7.80	
	READINGS IN HER STORY (40%)	\$13.00/7.80	
	READINGS IN CHRISTIAN THOUGHT, 2ND ED. (20%)	\$25.95/20.76	
	HIDDEN FROM HISTORY (40%)	\$15.00/9.00	
	BLACK RELIGION AND BLACK RADICALISM (40%)	\$16.95/10.17	
✓	INTRODUCTION TO SEXUALITY STUDIES		
	OUR SEXUALITY, 5TH ED. (25%)	\$48.50/36.38	
	EMBODIMENT (40%)	\$16.99/10.19	
	TOUCHING OUR STRENGTH (40%)	\$12.95/7.77	
	STUDENT READER (0%)	\$20.00	
✓	UFMCC POLITY		
	DON'T BE AFRAID ANYMORE (40%)	\$12.95/7.77	
	UFMCC BY-LAWS (0%)	\$2.00	
	STUDENT READER (0%)	\$20.00	

✓	WORSHIP		
	BAPTISM: CHRIST'S ACT IN THE CHURCH (40%)	\$13.95/8.37	
	EUCARIST: CHRIST'S FEAST WITH THE CHURCH (40%)	\$13.95/8.37	
	INTRODUCTION TO CHRISTIAN WORSHIP, REV. ED. (40%)	\$14.95/8.97	
	AFRICAN AMERICAN CHRISTIAN WORSHIP (38%)	\$12.95/7.77	
✓	CHRISTIAN EDUCATION		
	FOUNDATIONS FOR THE TEACHING CHURCH (40%)	\$7.00/4.20	
	TO KNOW AS WE ARE KNOWN (40%)	\$10.00/6.00	
	TEACHING SCRIPTURE FROM AN AFRICAN-AMERICAN PERSPECTIVE (40%)	\$7.95/4.77	
	HOW TO MOBILIZE CHURCH VOLUNTEERS (40%)	\$11.99/7.19	
	MARCHING TO DIFFERENT DRUMMERS (20%)	\$7.50/6.00	
✓	CHURCH ADMINISTRATION		
	ANTAGONISTS IN THE CHURCH (40%)	\$11.99/7.19	
	44 STEPS UP OFF THE PLATEAU (40%)	\$11.95/7.17	
	STUDENT READER (0%)	\$10.00	
✓	PREACHING		
	A CAPTIVE VOICE (40%)	\$12.99/7.79	
	PREACHING (40%)	\$12.95/7.77	
	THE PREACHING LIFE (37%)	\$10.95/6.90	
	FINALLY COMES THE POET (SUPPLEMENTAL) (40%)	\$13.00/7.80	
	IMAGINING A SERMON (SUPPLEMENTAL) (40%)	\$10.95/6.57	
	IMAGERY FOR PREACHING (SUPPLEMENTAL) (40%)	\$9.00/5.40	
✓	PASTORAL CARE		
	THE SKILLED PASTOR (40%)	\$12.00/7.20	
	STUDENT READER (PART A - DISTRICT COURSE) (0%)	\$4.00	
	STUDENT READER (PART B - CORRESPONDENCE) (0%)	\$2.00	

SHIPPING COSTS
\$5.00 minimum postage up to \$50 Subtotal
10% of Subtotal for all orders over \$50

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

PLEASE INDICATE METHOD OF PAYMENT

SUBTOTAL

SHIPPING/HANDLING

TAX 8.25% (Texas Only)

TOTAL

CREDIT CARD:

☐ CHECK

☐ MONEY ORDER

☐ AMERICAN EXPRESS

☐ MASTERCARD

CREDIT CARD NUMBER

EXPIR. DATE

☐ VISA

PRINT NAME AS IT APPEARS ON CARD

Samaritan

Course Registration Form

Return this form to:

Samaritan
P.O. Box 688
Lewisville, TX 75067
Phone (214) 221-7749
Fax (214) 221-7345

Student Information

Name _____

Address _____

City, State, Province _____

Zip/Postal Code _____ Country _____

Church/District (if applicable) _____

Social Security # _____

Phone (home) _____ (work) _____

Signature _____ Date _____

Course Information

(See Course Listing to complete information)

Course ID# _____

Course Title _____ No.Credits _____

Faculty _____

Payment Information

Registration Fee \$ _____

(\$35.00 per course)

Tuition \$ _____

(\$90.00 per credit)

Audit Fee \$ _____

(\$50.00 per credit)

Late Fee \$ _____

(\$40.00 per course +

\$35.00 Registration Fee)

Total \$ _____

Check any that apply:

☐ **Proficiency Requirement**

(Course required for UFMCC Licensure,
must be taken for full credit.)

☐ **Audit**

(Any Samaritan course may be audited.
Audit students pay to attend the course
but are not required to do assignments.)

Check/M.O. No. _____

OFFICIAL GRADE FORM

SAMARITAN COLLEGE Post Office Box 688 Lewisville, Texas 75067 214/221-7749 Fax 214/221-7845

Date: 06/07/94

Page: 1

Course ID: SAMA-00091

Course Title: Church Administration/Church Growth

Faculty: Foxworth

Credit: 3.00

Trimester: 1T 1994

District: SCD

Student Number	Student Name	Grade
241	James Dennison	_____
233	Jim Gott	_____
221	Sandy E O'Steen	_____
183	NaDine Rawls	_____
335	Doris Thomson	_____
201	Alice Urbanowicz	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Faculty Signature: _____

Date: _____

By signing this Official Grade report, faculty certify that students have completed all required course work and the student has earned the grade assigned. All students must be assigned a grade. Grades of 'W' (withdraw) or 'I' (incomplete) must be explained in writing by the faculty to the Academic Dean of Samaritan College and should be attached to this form.



Course and Instructor Evaluation

**Samaritan
College**

*Education for
Liberation*

Instructor _____

Course _____

Location _____ Course Dates _____

This evaluation will provide Samaritan College with important information concerning the quality of courses and instruction. It is part of an on-going process to continue to meet the needs of our students and ensure academic excellence. Please give your careful consideration to each question.

1. Indicates you **disagree** strongly with the statement. 5. Indicates you **agree** strongly with the statement.

Course Evaluation

Disagree

Agree

1 2 3 4 5

1. The class met as scheduled, beginning and ending at the announced times.
Comments:

1 2 3 4 5

2. The required text books and materials were relevant and important for the course.
Comments:

1 2 3 4 5

3. The assignments were meaningful and facilitated learning of the course content.
Comments:

1 2 3 4 5

4. The course was well-organized, following a logical presentation of the material.
Comments:

1 2 3 4 5

5. The course has provided me with information I consider valuable.
Comments:

1 2 3 4 5

6. Facilities and classroom helped the learning experience.
Comments:

Instructor Evaluation

Disagree

Agree

1 2 3 4 5

1. Faculty seemed knowledgeable in the subject matter.
Comments:

1 2 3 4 5

2. Faculty showed enthusiasm for the subject matter.
Comments:

1 2 3 4 5

3. Faculty communicated the subject matter clearly and effectively.
Comments:

1 2 3 4 5

4. The course objectives were met.
Comments:

1 2 3 4 5

5. Faculty was accessible and available to answer questions.
Comments:

Additional Comments:

